

WOODSIDE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS' MEETING

Station 7
3111 Woodside Road
Woodside, CA 94062
February 25, 2008

The regular Board of Directors meeting was called to order at 7:00 pm by Director Gardner.

Directors Present: Gardner and Cain.

Absent: Berger.

Staff: Fire Chief Armando Muela, Business Manager Kate Edwards, Administrative Assistant Pamela Van Horn, FM Denise Enea, B/C Dan Ghiorso, B/C Don Romero, and EMS Coordinator Emil Picchi.

ORAL COMMUNICATIONS – PUBLIC: Mr. Gunther Steinberg of 95 Lerida Court in Ladera addressed the Board on behalf of himself and other property owners in the area. He expressed their concern that a neighbor who shares a property line with Mr. Steinberg is not following the Defensible Space requirements of the recent fire code amendment. The property owner has not responded to Mr. Steinberg's communications with him nor has he taken action after discussions with WFPD personnel. Mr. Steinberg requested that an enforcement clause be added to the amendment. In response to Fire Marshal Enea's information that the District is authorized to assess a penalty of \$500.00 or request jail time for each incident of violation, Mr. Steinberg indicated the amount was insufficient to encourage compliance.

Continued discussion involving Fire Chief Muela, and other WFPD staff indicated that the situation directly affects other neighbors as well. The District has informed the property owner verbally and through written communications that, in the event of a fire, the current state of the property risks his life and those of his wife and his near by neighbors. The Fire District's Wild Land Inspection program, commencing in the spring, will identify all homes and business in the Fire District that are in code violation. Homeowners and business owners will be notified and requested to comply with the code adopted by the Fire District this year. The Fire District also has the authority to impose a fine or recommend legal support for non-compliant owners.

Board member Gardner asked the District to research what other organizations do in similar cases, what options are appropriate for this situation, and to report the findings at the next meeting.

CONSENT AGENDA:

Items 1 through 6 of the consent agenda were unanimously approved.

REGULAR AGENDA:

Item 1: Minutes of the January 28, 2008 Board of Directors meeting –

Director Gardner motioned a correction be made on the last page of the minutes for the January 28, 2008 meeting to indicate that the next meeting date should have been February 25, 2008 not March 25, 2008. The motion for the approval of the minutes for January 28, 2008 with revision were seconded by Director Cain and approved.

Item 7. Annual Statement of Economic Interests (Form 700): The Fire Chief distributed Form 700 and instructions for its completion to the Board Members who were present and requested that the completed forms be returned prior to the next board meeting. The same material was to be mailed to Director Berger.

STAFF REPORTS:

Fire Prevention – Clean up of the Family Farm area is almost complete. The Foundation paid for 14 days of clearing crews. Chipper Program budget is being developed for several scenarios, including having all the work contracted out. Director Cain asked if the chips from the Chipper Program were being hauled to a dumping site. FM Enea advised the Board the chips were mostly chipped back onto the homeowner's property or hauled to the Town's corporation yard. Our WFPD Wild Land Inspection form will be revised to reflect our new Ordinance #8. WFPD Fire Captains are also being trained on the new code standards. Residents are being educated daily on the new fire codes and the safety features contained in the codes.

Training – Chief Butler reported the five WFPD probationary firefighters passed the San Mateo County Fire Academy and are now on shift. They are now gaining local knowledge of the Fire District and learning our operations. Urban Search and Rescue USAR training was conducted last month. Training included low/high angle rescue, and confined space training trench rescue. Certification is required by the State to provide these services. WFPD firefighters have also been training monthly with FEMA's Task Force 3 located at Menlo Park Fire Protection District. This training program allows our firefighters a higher level of special operations capabilities. This program has been a very successful.

EMS – Chief Picchi reported Target Safety Online training is now part of our EMS training assignments. This program allows our trainers to use a web based system to train our firefighters in selected topics. Target Safety also provides a tool for maintaining certification and license compliance. American Medical

Response, AMR, announced a new replacement for General Manager of our local operations. Brad White has replaced Mark Spangler effective this month. The County Health Department has released the 400 page Request for Proposal RFP which was made available on 02/09/08. Chief Picchi reported he and the Fire Chief have been reviewing this document and will keep the Board informed of any administrative or operational concerns affecting the Fire District. Picchi informed the Board for the need of a new ambulance. The County requirements for frontline apparatus retirement was at 175K miles but was extended to 200K and then again to 225K. This is the absolute frontline limit. The Fire District and AMR will be coordinating the purchase of a new ambulance for the Board to consider. We currently have 180K miles on our ambulance which is expected to reach its final mileage by the end of this calendar year or the beginning of next year.

Administration and Operations – Chief Ghiorso reported the station 7 roof repairs have been completed. Computer Added Dispatch, CAD, block changes are now being revised for the County and District areas. The CAD is used to determine the apparatus to be dispatched to any emergency, and includes assigned apparatus 20 deep. The Fire District has received approval for a grant 134K from AIG for Self Contained Breathing Apparatus SCBA. This will allow the Fire District the ability to replace all packs at the same time to keep them consistent for firefighter safety. The Fire District will also apply for a Wild Land grant. Most grants required a matching fund of 20%. Chief Ghiorso reported the need to purchase a new fire engine. Staff will bring to the Board our recommendation for the purchase of a new engine at a future meeting. We will also recommend a lease agreement which works similar to a loan for this purchase.

IT – Chief Romero reported the mapping project is very close to complete. This will update our wall maps at the stations and our vehicle maps. We have moved to another form of mapping called GIS. The SQL server has been installed and Fire Records Management System, FireRMS, is running on it. The software upgrade required approximately 30 hours of work. Upgrade to Office 2007 remains on hold due to its lack of backwards compatibility with the older version.

NEW BUSINESS: None

GENERAL DISCUSSIONS: The Board asked for a status update on the ambulance service RFP situation. They were told that three vendors appear interested in participating in the bidding process. They are AMR, Rural Metro, and Paramedics Plus. Challenges were made to the RFP recently made available for review: 1) It allows a fragmented dispatch center; 2) It caps the fees charged by the provider for two years; 3) It includes Model A (ambulance only) and returns the service to the same level that existed 9 years ago. The JPA and

Fire Chiefs have been working with the Board of Supervisors and County Health Department to modify the RFP.

All WFPD personnel were able to attend the memorial for Captain Jeff Scott. This was made possible by our Mutual Aid Coordinator Chief Tom Reaves from Foster City. Fire Departments from County Fire, Central Fire, and Redwood City covered our stations to temporarily fill-in for those firefighters who otherwise would have been on-duty.

WRITTEN COMMUNICATION:

1. Received a thank you from Paramedics Plus for meeting with them about their interest in the ambulance service.
2. North County Fire Authority expressed thanks for sending a company to cover one of their stations and another to participate in the services for their firefighter, Jeff Rhoads.
3. Portola Valley Ranch Homeowners Association sent a letter expressing their concern that Gaylyne Mann's former position remains unfilled.

ADJOURNMENT:

The meeting was adjourned at 8:25 pm.

The next meeting will be held at 7:00 p.m. on March 31, 2008, at Station 7 located at 3111 Woodside Road, Woodside, California.

Respectfully submitted,

Peter Berger